



FORCE MANAGEMENT  
POLICY

ASSISTANT SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000  
MAY 29 2002



MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (M&RA)  
ASSISTANT SECRETARY OF THE NAVY (M&RA)  
ASSISTANT SECRETARY OF THE AIR FORCE (MR)

SUBJECT: Use of DoD Component and Installation Names in Titles of Private  
Organizations

This memo provides interim policy guidance for the use of names of DoD component and installations as part of the titles of private organizations chartered to operate on DoD installations. Private organizations may include the name or abbreviation of the DoD component, organizational unit or installation in their name, provided that they take effective steps to ensure their status as a private organization is apparent and unambiguous. Such steps include, at a minimum:

- Private organizations may not use the seals, logos, or insignia of any DoD component, organizational unit, or installation on the private organization's letterhead, correspondence, or in its title.
- Any use of the name or abbreviation of a DoD component or installation may not mislead members of the public to assume a private organization is an organizational unit of the Department of Defense. Private organizations that incorporate names or abbreviations of DoD components, organizational units, or installations must receive prior approval for such use by the head of the appropriate DoD organization.
- Private organizations shall use a prominent disclaimer on all print and electronic media confirming that the private organization is not a part of the Department of Defense.



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This information will be included in the next update to DoDI 1000.15. If you have additional questions, please call Colonel Marcus Beauregard or Ms. Barbara Dieker, MWR Policy Office. They may be reached by commercial telephone at (703) 602-5001 or by DSN at 332-5001.



Charles S. Abell